

ORGANIZATIONAL UNIT 2000

Attendance and Time Reporting Policy Effective July 6, 2015

EMPLOYEE ACKNOWLEDGEMENT FORM

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The Attendance Policy and Time Reporting includes important information about the expectations and guidelines to which the department adheres. I understand that it is my responsibility to read the rules and abide by them. I should consult my immediate supervisor regarding any questions not answered in the rules.

I acknowledge receipt of Clerk of Circuit Court Attendance Policy, Effective July 6, 2015.

EMPLOYEE'S NAME (Printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

<p>This form needs to be completed by the employee and the original sent to the Human Resources Office (Courts) Room 104.</p>
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